



Memorandum #15 /2007

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission
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MEMORANDUM

TO: All Retirement Boards

FROM: Kevin P. Blanchette, Deputy Executive Director of Operations

RE: Calendar Year 2006 Annual Statements

DATE: February 8, 2007

It is time for the preparation of the Annual Statement, which must be completed, signed, and returned to the Public Employee Retirement Administration Commission (PERAC) by May 1, 2007. One of our Auditors will be assigned to work with you to provide technical assistance as needed.

As you know, last year we changed our method of distributing the Annual Statement publications. The primary means of delivery is now a CD. However, printed copies of all of the documents will still be available upon request.

The attached CD contains the *2006 Annual Statement*, a *Sample Annual Statement*, and the guide, *Preparing the Annual Statement* in PDF. In response to several requests, PERAC has resized the *Annual Statement* and the *Sample Annual Statement* so that they, like the guide, can now be printed on 8 ½ by 11 paper.

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TO: All Retirement Boards
FROM: Kevin P. Blanchette, Deputy Executive Director of Operations
RE: Calendar Year 2006 Annual Statements
DATE: February 12, 2007

PERAC Auditors will be making presentations related to the *Annual Statement* at three convenient regional locations. Their presentation is entitled, "Improving Retirement System Operations: Risks and Controls." In conjunction with these presentations, the Auditors will host informal workshops on the basics of preparing the *Annual Statement* for those who are new to the process.

Attached you will find a PERAC Class Registration Form. Please make copies of the blank form for each person wishing to attend the presentation and/or workshop. Upon receipt of your completed registration form, PERAC will, via fax or e-mail, either confirm that a seat has been reserved for you, or advise you that seating capacity has already been reached. Unfortunately, anyone not pre-registered cannot be guaranteed a seat. In addition, if you find that you are unable to attend a class for which you have registered, please let us know at your earliest opportunity.

PERAC Auditors have been invited to make a presentation about completing the *Annual Statement* during an upcoming N.E. Secretaries' Meeting on March 21, 2007 ("snow date" of March 22, 2007). Please register for this meeting with Barbara-Jo Belliveau, Retirement Administrator of the Stoneham Retirement Board, at 781-279-2635.

Please submit your pre-closing cashbook and trial balance for December 2006 to PERAC prior to February 28, 2007. If you encounter difficulties with this deadline, please contact me directly.

Thank you for your cooperation in this year-end closing process.